

No. - 17674

July 25, 1957

Hycon Mfg. Company
Pasadena, California

Re: Contract OS-100

Dear Bernie,

Attached are travel voucher forms for your personnel claiming reimbursement for travel expenses. The white form is the original and should contain the travelers' signature (near the left center of the form) as a certification for correctness of voucher. The yellow form should be attached to the original as a carbon copy and both should be forwarded for processing.

Details to be shown on or attached to the travel voucher are as follows:

Full itinerary containing dates, time and places of departures and arrivals at each place visited.

All claims for reimbursement of expenses (transportation, official telegrams, etc.) incurred should be supported with paid receipts. In the event the traveler has been unable to secure a receipt an explanation of all facts as well as the effort made to obtain a receipt should be furnished.

The voucher should reflect the amount of travel advances received in the space provided therefor on the form.

25X1A

Very truly yours,

Doug

Attachments: a/s
Distribution:

- 0 & 1 - Addressee
- 3 - Contract OS-100 (Fin)
- 4 - Proj. Pers. file
- 5 - Proj. Pers. file
- 6 - Finance Reading File
- 25X1A 7 - Chrono

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S O 2011
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 10 DEC 1981 REVIEWER: 064540

25 July 1957